

BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: Senior Manager: Maintenance & Facilities / Ref: REC/03/19

Minimum Requirements: • B. Degree in Mechanical or Electrical or Civils or Building Management • Project Management Qualification (PMP / CPM) • 5 years' practical experience in similar environment (maintenance functions) • Code EB Driver's License • Computer Literacy • Auto CAD and GIS experience • Project Management Certificate • Member: Facilities Management Association • Experience of a Computer Aided Facilities Management Software System.

Required Competencies: • Effective Communication Skills • Project Management Skills • Problem-solving skills • Negotiating Skills • Business Writing Skills • Financial knowledge (budgeting control and cash flow management); • Knowledge of the Built environment • Knowledgeable regarding electrical concepts • Planning and organizing skills • Service Level Agreements and knowledge of contracts • Management skills • Maintenance / facilities management system software • Good working knowledge of construction / Civil Engineering Industry, law of contracts • Report writing skills • Project Finance • Understanding electrical infrastructure projects • Judgement / decision making • Team player • Integrity • Leading edge • Resourcefulness • Initiative • Goal setting.

Specific Functional Responsibilities: • **Management of Staff** • Staff development as per training needs • Signed performance scorecards • Regular performance meetings • Performance Assessment and remedial action • Coaching /mentoring staff • Maintenance of discipline • Adherence to SHE Environmental Management System • Recruitment and selection of staff • **Infrastructure Maintenance (Planned & Emergency) • (Budget Planning)** • Prioritized annual list of repairs / refurbishments • Repairs and maintenance costs schedules • Annual Operating Budget • Preventative / Planned Maintenance Programme • Emergency Maintenance Programme • Budget variance reporting • **(Procurement)** • Procurement of service providers for planned and emergency maintenance issues • Procurement procedures followed to secure Service Providers • SLA's, contracts with supplier signed • Correctly submitted invoices for payment • **(Project Management)** • Adjust project specifications to meet need • On-site assessments • Mitigating risk - challenges and solutions • Compliance with municipal, ELIDZ and building regulations • Submission and approval of building plans • Service Provider assessment • Regular reporting • Project documentation submitted ("As-Built" diagrams, records) • **Investor Service Provision (Estate Utility Services)** • Management of efficiency of estate utility features (Access control and Utility Accounts) • Management, maintenance and administration of software systems and data that is integrated with other systems data • **Governance** • All standard and non-standard reporting • Monthly variance reporting • Project Operational Reports • Adherence to SHE monitoring system • Accident / Incident investigation and reporting.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 13 July 2018. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **Preference will be given to African and Coloured Males as per our EE Plan.**

Tel: 043 702 8200 | www.elidz.co.za

ELIDZ_Vac_2017-96



east london idz
business streamlined